

Federal Parent Locator Service

Intergovernmental Reference Guide (IRG)

Release 13-02 – Minor

October 4, 2013

Release Specifications

Document Version 1.0

July 5, 2013

Administration for Children and Families
Office of Child Support Enforcement
370 L'Enfant Promenade, SW
Washington, DC 20447

DCN: H2-A2008.132.01

This document was prepared for the United States Department of Health and Human Services, Office of Child Support Enforcement under Contract Number HHS-N26-3999-900033I by Lockheed Martin, Information Systems & Global Solutions, Incorporated (LM IS&GS). The work was authorized in compliance with the following specific prime task order:

Delivery Order Number: HHS-P23-3201-175055W
Delivery Order Title: Intergovernmental Reference Guide
Document Date: July 5, 2013

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1. ADD INTERNATIONAL PAYMENT ADDRESS TYPES (OCSE REF #4696)

1.1 Summary of Changes

We are changing the IRG system to add an additional address type for countries and provinces to reflect payment addresses.

1.2 Background

The IRG offers one address type for international countries. We are performing this change because the federal Office of Child Support Enforcement's Division of Policy and states requested additional address information for payments and correspondence address types. This change allows the IRG to supply both addresses.

1.3 Description of Changes

As a result of this change, the IRG system will be able to store addresses for an additional address type, which gives the states and tribes access to payment contact information in addition to correspondence contact information. The Division of Policy will maintain and certify this contact information.

1.4 Impact on States

This enhancement may require you to change your state system if you use the new international payment addresses type. The download record layout shows how the new code (**FRP** – Foreign Country Payment) will be used in the Address Type 2 field for international addresses. Refer to Appendix A, Download Record Layout.

1.5 State Testing

Testing is not required for this enhancement.

1.6 Download Record Layout Changes

See Chart A-1 “Downloading Location Codes and Addresses to States,” for the changes to the download record, which are at positions 4-6, in the “Address Type 2” field.

1.7 End User Support Contact Information

For assistance or questions about this change, contact the IRG Help Desk at 410-277-9312 or irg.helpdesk@ssa.gov.

A. DOWNLOAD RECORD LAYOUT

This record format gives the specifications for downloading location codes and addresses. Type 'A' is alphabetic, type 'N' is numeric, and type 'A/N' is alphanumeric.

CHART A-1: DOWNLOADING LOCATION CODES AND ADDRESSES TO STATES				
Label Fields	Position in Record	Length	Type	Description
Address Type 1	1-3	3	A	Type of Address LOC – County/Local STA – State FED – Federal INT – International TRB – Tribal
Address Type 2	4-6	3	A	Type of Address <u>Address Type 1 LOC</u> AGO – Attorney General CHC – Chancery Court CLC – Clerk of the Court COL – Collection Agency CTC – Circuit Court C01 – Child Support Office I C02 – Child Support Office II C03 – Child Support Office III C04 – Child Support Office IV C05 – Child Support Office V C06 – Child Support Office VI C07 – Child Support Office VII C08 – Child Support Office VIII C09 – Child Support Office IX C10 – Child Support Office X C11 – Child Support Office XI C12 – Child Support Office XII C13 – Child Support Office XIII C14 – Child Support Office XIV C15 – Child Support Office XV C16 – Child Support Office XVI C17 – Child Support Office XVII C18 – Child Support Office XVIII C19 – Child Support Office XIX C20 – Child Support Office XX C21 – Child Support Office XXI C22 – Child Support Office XXII

CHART A-1: DOWNLOADING LOCATION CODES AND ADDRESSES TO STATES				
Label Fields	Position in Record	Length	Type	Description
Address Type 2 (cont.)	4-6	3	A	C23 – Child Support Office XXIII C24 – Child Support Office XXIV C25 – Child Support Office XXV C26 – Child Support Office XXVI C27 – Child Support Office XXVII C28 – Child Support Office XXVIII C29 – Child Support Office XXIX C30 – Child Support Office XXX DAO – District Attorney DTC – District Court FAC – Family Court FCC – Family Court Commissioner FRC – Friends of the Court JDR – Juvenile and Domestic Relations Court PAO – Prosecuting Attorney SPO – State Prosecutor SUP – Superior Court TLC – Tribal Court <u>Address Type 1 STA</u> AIP – Automated Interstate Case Payment Requests Contact AIS – Automated Interstate Case Status Requests Contact BVS – Bureau of Vital Statistics Contact CDC – Collection and Distribution Contact CEJ – Continuing Exclusive Jurisdiction Contact CNT – CSENet Contact COC – Copy of Order Contact CRG – Central Registry Contact DVC – Domestic Violence Contact EAC – Employer Assistance Contact EFT – Electronic Funds Transfer Contact

CHART A-1: DOWNLOADING LOCATION CODES AND ADDRESSES TO STATES				
Label Fields	Position in Record	Length	Type	Description
Address Type 2 (cont.)	4-6	3	A	EIW – Employer Income- Withholding Contact FDM – Financial Institution Data Match Contact GCL – Guideline Calculations Contact GTI – Genetic Testing and Interstate Teleconferencing Contact INP – International Policy Contact IPC – Interstate Policy Contact IRG – Intergovernmental Referral Guide Contact IVD – State IV-D Director NHR – New Hire Reporting Contact NMS – National Medical Support Contact NVD – Non-IV-D Contact PAF – Paternity Acknowledgement Forms Contact PAT – Paternity Acknowledgement Copies Contact PDC – Passport Denial Contact PFR – Putative Father Registry PRC – Privatization Contact PRW – PRWORA-Administrative Policies, Procedures Contact PYR – Payment Records Contact R01 – Regional Office I R02 – Regional Office II R03 – Regional Office III R04 – Regional Office IV R05 – Regional Office V R06 – Regional Office VI R07 – Regional Office VII R08 – Regional Office VIII R09 – Regional Office IX R10 – Regional Office X R11 – Regional Office XI R12 – Regional Office XII

CHART A-1: DOWNLOADING LOCATION CODES AND ADDRESSES TO STATES				
Label Fields	Position in Record	Length	Type	Description
Address Type 2 (cont.)	4-6	3	A	R13 – Regional Office XIII R14 – Regional Office XIV R15 – Regional Office XV R16 – Regional Office XVI R17 – Regional Office XVII R18 – Regional Office XVIII R19 – Regional Office XIX R20 – Regional Office XX R21 – Regional Office XXI R22 – Regional Office XXII R23 – Regional Office XXIII R24 – Regional Office XXIV R25 – Regional Office XXV R26 – Regional Office XXVI R27 – Regional Office XXVII R28 – Regional Office XXVIII R29 – Regional Office XXIX R30 – Regional Office XXX SDU – State Disbursement Unit SLA – State Long Arm Statute and Process Contact SLC – State Lien Contact SPA – State Paternity Acknowledgement Hospital Contact SPC – Service of Process Contact SPL – State Parent Locator Service TOC – Tax Offset Coordinator UCW – Unemployment Compensation Withholding WCW – Workers Compensation Withholding <u>Address Type 1 FED</u> CEN – OCSE Central Office REG – OCSE Region <u>Address Type 1 INT</u> FRC – Foreign Country Correspondence FRP – Foreign Country Payment

CHART A-1: DOWNLOADING LOCATION CODES AND ADDRESSES TO STATES				
Label Fields	Position in Record	Length	Type	Description
Address Type 2 (cont.)	4-6	3	A	<u>Address Type 1 TRB</u> T01 – Tribal Office 1 T02 – Tribal Office 2
FIPS Code or Country	7-8	2	A/N	Code type as follows: <u>Address Type 1</u> STA – code (e.g., '04') TRB - code (e.g., '90') INT – code (e.g., '80') — Countries with provinces code (e.g., '81') — Province code (e.g., 1-9 or 0, A-Z) in second position
County Code (Local Code) International City or Province	9-11	3	A/N	Code type as follows: <u>Address Type 1 STA</u> SDU – code (e.g., '000') <u>Address Type 1 LOC</u> C01 – code (e.g., '550') <u>Address Type 1 TRB</u> BIA – code (e.g., '123' or 'S04') <u>Address Type 1 INT</u> ISO - code (e.g., 826) <u>Address Type 1 FED</u> CEN – code (e.g., '000')
Collection Agency or International ID Tribal Location	12-13	2	N	<u>Address Type 1</u> COL – code (e.g., '00') INT – code (e.g., '00') TRB code (e.g., '00')
Department Name	14-48	35	A	Department Name
Title	49-83	35	A	Title
Street Address Line 1	84-118	35	A/N	First Line of Street Address
Street Address Line 2	119-153	35	A/N	Second Line of Street Address

CHART A-1: DOWNLOADING LOCATION CODES AND ADDRESSES TO STATES				
Label Fields	Position in Record	Length	Type	Description
City	154-183	30	A	Name of the City
State or Country	184-203	20	A	State Abbreviation or Country Name
Zip Code	204-212	9	N	U.S. ZIP Code
Area Code	213-215	3	N	Telephone Area Code
Exchange	216-218	3	N	Telephone Exchange
Sequence Number	219-222	4	N	Telephone Number
Extension Number	223-227	5	N	Telephone Extension
Action Code	228	1	A	A – Address Added C – Address Changed
Facsimile	229-231	3	N	Facsimile Telephone Area Code
Facsimile Exchange 1	232-234	3	N	Facsimile Telephone Exchange
Facsimile Sequence Number	235-238	4	N	Facsimile Telephone Number
Record Date	239-246	8	N	System-generated date when a record is added, changed or deleted (CCYYMMDD)
Filler	247	1	A/N	Filler